

# Braille Omit Return Instruction Sheet

## Missouri Assessment Program

### Spring 2006

#### Addendum to the 2006 Test Examiner's Manual and Test Coordinator's Manual: Special Notice for the Braille Edition

#### ***What is a Braille Omit?***

The standard edition of the 2006 MAP contains certain items that have been omitted from the Braille edition to prevent bias against visually-impaired students. These items are known as "*Braille Omits*".

To ensure that students using the Braille edition receive full credit for the omitted items, please follow the instructions below carefully.

#### ***Where do Braille Omits Occur?***

In the 2006 MAP, Braille Omits occur in the following grades and content areas:

- Math, Grade 4
- Math, Grade 5
- Math, Grade 6
- Math, Grade 7
- Math, Grade 8
- Science, Grade 3
- Science, Grade 7

#### ***Instructions for Transcription of Braille Test Materials***

The following table lists all of the Braille Omit items for the 2006 MAP. When transcribing the student responses in Braille to a regular edition test book for scoring, please be sure to fill in the response for each omitted item as indicated in the "Response" column of the table below.

- For responses to **CR** items (*constructed response*, also known as open-ended), please write the phrase "Notify Supervisor" directly in the response area provided for the student.
- For responses to **SR** items (*selected response*, also know as multiple choice), please fill in the circle with the letter indicated in the table below.
- Item type (CR or SR) is indicated in the second to the last column of the table.

## 2006 MAP Braille Omit Items

Content Area	Grade Level	Session	Item	Item Type	Response
Mathematics	4	2	35	CR	Notify Supervisor
Mathematics	5	2	33	CR	Notify Supervisor
Mathematics	6	1	14	CR	Notify Supervisor
Mathematics	6	1	19	CR	Notify Supervisor
Mathematics	6	2	28	SR	Second bubble: ○ ● ○ ○
Mathematics	6	2	32	CR	Notify Supervisor
Mathematics	7	1	14	CR	Notify Supervisor
Mathematics	7	1	27	CR	Notify Supervisor
Mathematics	7	2	34	CR	Notify Supervisor
Mathematics	8	1	22	CR	Notify Supervisor
Mathematics	8	2	33	CR	Notify Supervisor
Science	3	1	3	CR	Notify Supervisor
Science	3	3	3	SR	Second bubble: ○ ● ○ ○
Science	3	3	12	SR	Upper right bubble: ○ ● ○ ○
Science	7	3	10	SR	Upper right bubble: ○ ● ○ ○

## ***Instructions for Packaging Transcribed Braille Test Books with Omitted Items***

### **Test Examiner's Role:**

1. Transcribe the Braille responses into the regular edition test book (per the instructions in Step 6 of the Examiner's Manuals).
2. Place the regular edition test book in a separate large white envelope.
3. On the specially-coded GIS from the Braille Test Coordinator's Kit, complete the *Teacher Name* field as follows: "BR," followed by a space, and then the teacher's name. For example, "BR Smith D."
4. Place the Group Information Sheet (GIS) in the large white envelope along with the transcribed test materials.
5. Do not seal the envelope.
6. Return the Braille editions and the white envelopes with the transcribed test materials and GIS to the School Test Coordinator.

### **School Test Coordinator's Role:**

1. Distribute copies of this addendum to Examiners to help them prepare for return of these materials.
2. Retain this addendum to check Examiners' work and to finalize packaging of materials for return to CTB/McGraw-Hill.
3. On receipt of the transcribed test materials from the Test Examiner, verify that the GIS is completed per the instructions above.
4. Using the specially-coded School Group List (SGL) from the Braille Test Coordinator's Kit, complete the Teacher Name field as follows: "BR," followed by a space, and then the teacher's name. For example, "BR Smith D."
5. Place the SGL inside the envelope, on top of the GIS and test books.
6. Apply the fluorescent "BRAILLE" label from the Braille Test Coordinator's Kit to the front of the envelope.
7. Use one envelope per content area. Do **not** seal the envelopes, the District Test Coordinator will verify the contents before sealing them.
8. Return materials in the same box with the rest of the test book envelopes.
9. Return the Braille editions (from which the student responses were transcribed) with the unused test books.
10. Return all materials referenced above to the District Test Coordinator.

**Note:** Special return handling and processing is required for student responses transcribed into regular edition books from **only** the Braille editions indicated above.

If you have questions about the Braille Omit process, please contact the Missouri Assessment Program Service Line at 1-800-544-9868 and select option "1" for assistance.